Installation Ceremony Sample

M/C: We will now have the Officer Installation Service. Altrusa Club President and/or a member of the ASTRA Committee will install the Officers.

Installing Officer

Will the Officers to be installed come forward as your names are called? (Indicate a place to stand close to the table with the candles and ask them to stay standing after lighting their candle).

President

Vice President

Secretary

Treasurer

Committee Chair

Committee Chair

Committee Chair

, as President, you will need to use your leadership skills in performing the duties of the office and in working with the other Officers and members in carrying out the activities of this Club. To give effective direction to these activities, you must constantly work to strengthen your own abilities and the abilities of the members. If you accept these responsibilities, will you light

the candle for Ability?

, as Vice President, it will be your responsibility to assist the President in every way possible. One way in particular is in the program activities of the Club. Properly planned and carried out, these activities will result in service to the members and will improve the lives of those less fortunate within the community. If you will accept the responsibilities

of Vice President, will you light the candle of Service?

, as Secretary, you will keep the records of the Club and will perform all of the duties normally required of the Secretary. You will have an opportunity to assist with the training of the incoming Officers and members by providing them with Club information and with materials from other available sources. If you will accept these responsibilities, please light the candle of Training.

, as Treasurer, it will be your responsibility to handle all the funds of the Club; keep accurate records and make reports when requested to do so. The duties of the office of Treasurer indicate responsibility. If you accept these duties, please light the candle of Responsibility.

(Modify as appropriate for the committees of the ASTRA Club)

, as Membership Chair, it is your responsibility to recruit new

ASTRA members and to cooperate with the Altrusa advisors. If you accept these duties, please light the candle of Achievement.

, as Communications Chair, you shall endeavor to secure publication of news items concerning the activities of the Club, and to submit all news releases to the Altrusa advisors for approval prior to publication. If you accept these duties, please light the Altrusa candle of Efficiency, Patriotism, and Service.

These Officers and Committee Chairs have accepted the responsibilities of their respective offices and have lighted the candles of Ability, Service, Training, Responsibility, Achievement, and the Altrusa candle of Efficiency, Patriotism, and Service

Installing Officer – turn to all the members and state:

If you, the members who have accepted the purposes of the ASTRA Club, will accept the responsibility of working with these Officers in every way, the glow from the candles of Ability, Service, Training and Responsibility, Achievement and the Altrusa candle of Efficiency, Patriotism, and Service. Will you indicate your acceptance by standing?

Installing Officer, once candle is lit, state: these candles will light the way as you serve others and yourselves.

Installing Officer, please state: \_, Altrusa President will present the

President’s gavel to the new President.

Altrusa President: Please hand the gavel to President, and congratulate the

Officers. The Officers and members may be seated.

Installing Officer: I present to you the ASTRA President .

(The newly installed President should be prepared to give an acceptance speech that will inform the

guests of the Club’s hopes dreams and goals for the ASTRA Club.)

M/C: Thank you, . Your message on this occasion will be remembered and treasured as we grow together in service. (Then invites any of the special guests or ASTRA members to make comments.)

Thank you for coming – please join us for refreshments.